



Funding the Republic

Republic of the Philippines
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila



TERMS OF REFERENCE

I. DESCRIPTION

SUPPLY AND DELIVERY OF CATERING SERVICES FOR COCKTAIL BUFFET FOR ASSET MANAGEMENT SERVICE EVENT ON NOVEMBER 11, 2024 AT THE AYUNTAMIENTO BUILDING, BUREAU OF THE TREASURY, INTRAMUROS, MANILA

II. PURPOSE OF PROCUREMENT

The purpose of procurement is to obtain the services of a reputable supplier that will provide cocktail buffet package for the invited guests from various National Government Agencies for the Asset Management Service's (AMS) Launching of the National Asset Registry System (NARS) Portal, the Recognition of the National Indemnity Insurance Program (NIIP) Stakeholders, and the Launching of the Enhanced Online Fidelity Bonding System on November 11, 2024 as part of the 127th anniversary celebration of the Bureau of the Treasury.

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract amounts to **ONE HUNDRED TWENTY THOUSAND PESOS (Php 120,000.00)** inclusive of all applicable taxes and service charge.

IV. SPECIFICATIONS

A. Cocktail Buffet for 120 persons

Venue/ Date/ Time: Marble Hall, Ayuntamiento Bldg, Intramuros, Manila, November 11, 2024, 1:00 PM.

Cocktail Buffet Menu

1. Slider
2. Pasta
3. Skewers
6. Savoury Bread Rolls
4. Dessert/Pastries
5. Beverages

ISO 9001:2015 Quality Management System
Certificate No. SCP000233Q



Other inclusions:

1. Buffet stations with centerpiece
2. Tablecloth and centerpiece
3. Cocktail tables
4. Cocktail Menu
5. Complete set of cutleries
6. Uniformed waiters, food servers and staff
7. Food tasting and mock-up table setting

V. ADDITIONAL REQUIREMENTS

1. Supplier must be PhilGEPS registered.

VI. PAYMENT

Full payment shall be made within thirty (30) calendar days from the issuance by BTr of Certificate of Completion.

Prepared by:

EMMANUEL V. MANUEL

TROO IV, Asset Registry Division
Chair, Food Committee - AMS Event

Noted by:

Approved by:

MAURA LIZZA N. ESPINA
OIC-Director, AMS

EDUARDO ANTHONY G. MARIÑO III
Deputy Treasury of the Philippines